

**OFFICE OF CRIMINAL JUSTICE PLANNING (OCJP)  
(DOMESTIC VIOLENCE ASSISTANCE PROGRAM (DVAP))  
REQUEST FOR APPLICATIONS (RFA)**

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**PART III: APPLICATION FORMS**

**GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING (OCJP)  
(DOMESTIC VIOLENCE ASSISTANCE PROGRAM (DVAP)  
REQUEST FOR APPLICATIONS (RFA)**

**PART I - GENERAL INSTRUCTIONS**

**A. INTRODUCTION**

This package provides information on how to prepare an application for grant funds in accordance with authorizing legislation and funding terms, conditions, and eligibility criteria established by the Office of Criminal Justice Planning (OCJP). When the OCJP forms, technical documents, and project narratives are assembled, they become the application that is submitted to OCJP. **This RFA is to be used in conjunction with the Grantee Handbook (including revisions) and the Program Guidelines. The Grantee Handbook is accessible on OCJP's Internet website at [www.ocjp.ca.gov](http://www.ocjp.ca.gov).**

Under the direction of Governor Gray Davis, with the support of the Legislature, OCJP provides support and technical assistance for criminal and juvenile justice agencies, local victim services programs, schools, community-based organizations, community crime prevention programs and training programs for prosecutors and public defenders. OCJP administers grant funding for state and local units of government and private nonprofit organizations. This RFA furnishes grant applicants with the following:

- General instructions for preparing grant applications (Part I);
- Programmatic instructions (Part II);
- Application forms necessary for submitting applications (Part III); and
- Program Guidelines (if applicable).

**B. STANDARD PROJECT FUNDING AUTHORITY**

The Executive Director of OCJP makes the final decision to fund a project. Allocation of funds is contingent on the enactment of the state budget. OCJP does not have the authority to disburse any funds until the budget is passed and the Grant Award Agreement is fully executed. Until such time, projects must refrain from incurring any expenditures. Any expenditures incurred prior to authorization are made at the project's own risk. When the executed grant is received, authorized expenditure reports may be submitted for reimbursement of grant funds.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or, in the event revenues are not collected at the level appropriated, OCJP may immediately terminate or reduce the grant award by written notice to the grantee. However, no such termination or reduction shall apply to allowable costs already incurred by the grantee to the extent that state or federal funds are available for payment of such costs.

OCJP Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the agreement.

**C. PROCESSING GRANT AWARDS**

The complete and approved application becomes the Grant Award Agreement when signed by OCJP's Executive Director or designee. OCJP is not obligated to fund a project until the applicant submits all completed documents as required.

A copy of the executed Grant Award Agreement and all the attachments will be sent to the project director. These attachments will include the OCJP Report of Expenditures and Request for Funds forms (OCJP 201), Grant Award Modification form (OCJP 223), equipment stickers, and the audit plan specifications.

Applicants are not authorized to incur costs against the grant until they have received a copy of the fully executed Grant Award Agreement, and the grant period, as indicated in the Grant Award Agreement, has begun. When the executed grant is received, the Report of Expenditures and Request for Funds forms (OCJP 201) may be submitted for reimbursement.

#### **D. ADMINISTRATIVE REQUIREMENTS**

Information must be provided as directed. This includes following all instructions, using specific forms and formats and providing requested information. Failure to provide the required information or failure to provide the information in the manner directed may disqualify the application.

When completed, the project narrative, required documents, and forms become the application to be submitted to OCJP for consideration of funding. Instructions for completion of each required form are provided in both the general and programmatic sections. Each form must be completed according to the instructions. Refer to the “At-A-Glance” check list provided at the beginning of the Part III, Application Forms, for a complete list of the requirements.

All applications for the RFA must comply with the requirements of the OCJP Grantee Handbook for the current grant award period. The terms and conditions described in this application supersede all previous applications, and if there are any conflicting provisions stated in the OCJP Grantee Handbook or the General Instructions, **the Programmatic Instructions prevail.**

Applicants selected for funding must retain a copy of the Grant Award Agreement and all related materials provided by OCJP, as these materials and the Grantee Handbook are the requirements for the entire grant award period.

## E. PREPARING AN APPLICATION

Applicants should use the forms provided or computer-generated forms, and plain white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the OCJP forms and must not allow the applicant more space than that provided on the OCJP forms. The Programmatic Instructions may specify a space limitation. Typed or computer-generated characters should be no smaller than the equivalent of standard 12 pitch print. Applicants are encouraged to double-space applications. Page size should not exceed standard 8 1/2 x 11 inch paper.

Each of the **three copies** of the application should be assembled separately and individually fastened in the upper left corner. **DO NOT BIND APPLICATIONS.**

## F. SUBMITTING AN APPLICATION

Applicants should submit one original and two copies of the application. Applicants must mail or hand deliver applications to:

Governor's Office of Criminal Justice Planning  
1130 K Street, Suite LL60  
Sacramento, California 95814  
Attn: (Domestic Violence Branch)

Please note the following:

1130 K Street is located at the southwest corner of the intersection of 12th and K Streets. Please note that K Street is a pedestrian mall.

Indoor parking structures are located on the east side of 12th Street between K and L Streets and on 10th Street between K and L Streets. Street parking is limited and requires quarters for parking meters.

Once you enter the building at 1130 K Street, take the elevator to the Lower Level and deliver the proposal to LL60. The application will be date stamped and you may request a receipt.

The deadline for submission is specified in the Programmatic Instructions. All applications will be date and time stamped upon receipt at OCJP. It is the responsibility of the applicant to ensure that the application is submitted to OCJP by the specified date. Submissions with a postmark on or before the due date will be accepted as meeting this deadline.

## G. INSTRUCTIONS FOR THE APPLICATION FORMS

The application forms are contained in Part III. The applicant must complete and submit these forms by the due date specified in the Programmatic Instructions.

## 1. Grant Award Face Sheet (OCJP A301)

The Grant Award Face Sheet is the cover page for the application and becomes part of the agreement between the applicant and OCJP. The official signing the face sheet for the applicant must be the official designated by title in the resolution (see Resolution).

### a. Grant Award Face Sheet Instructions (OCJP A301)

- 1) **Administrative Agency:** Enter the complete name of the unit of government or private nonprofit organization that is applying for funding (e.g., Alameda County, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau, Inc.), also referred to as the “grantee.”
- 2) **Implementing Agency:** Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g., Probation Department, District Attorney, Sheriff), and the contact person's name, address, and phone number.
- 3) **Project Title:** Enter the complete title of the project. Do not use acronyms. Do not exceed 60 characters, including spaces and punctuation.
- 4) **Project Director:** Enter the name, title, mailing address, and telephone number of the individual ultimately responsible for the project.
- 5) **Financial Officer:** Enter the name, title, mailing address, and telephone number of the person who will be responsible for all fiscal matters relating to the project. This person must be someone other than the project director. Warrants for the project will be mailed to the address shown for the financial officer.
- 6) **Award Number:** Leave blank (to be completed by OCJP).
- 7) **Grant Period:** Enter beginning and ending dates of funding as specified in the grant application instructions.
- 8) **Federal Amount:** If applicable, enter the amount of federal funds requested for the project. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
- 9) **State Amount:** If applicable, enter the amount of state funds requested for the project. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
- 10) **Cash Match:** If applicable, enter the amount of cash match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
- 11) **In-Kind Match:** If applicable, enter the amount of in-kind match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
- 12) **Total Project Cost:** Enter the sum of items 8, 9, 10, and 11. The amount must be consistent with the proposed budget.
- 13) **Official Authorized to Sign for Applicant/Grantee:** Enter the signature, name, title, address, and telephone number of the person authorized by applicant's governing body in the resolution, by position or title, to sign and execute the Grant Award Agreement.

## 2. Resolution

A resolution from the governing board or council authorizing the applicant to enter into a Grant Award Agreement with OCJP is required for each Grant Award Agreement, except for state agencies. **An original or a certified copy, with an original signature**, of the current resolution for the new grant period from the applicant's governing board or council must be submitted with the application. A sample resolution is included. If the resolution cannot be submitted with the application, a letter must be included which indicates when OCJP will receive it.

The resolution by the governing board or council must designate the official authorized by title to sign the Grant Award Face Sheet (OCJP A301) for the applicant. Additionally, the resolution must include a statement accepting liability for both the project and the matching funds.

a. Single Resolution for Entire City/County

Applicants may submit a single resolution for the entire city/county if the applicant anticipates receiving more than one grant from OCJP during the funding cycle. The applicant must state which grant application contains the original resolution or the certified copy with the original signature.

b. Three-Year Resolution

Applicants may submit a three-year resolution if they anticipate applying for funding for the same program in years two (2) and three (3). The official authorized by title to sign the Grant Award Face Sheet must remain the same for the three-year period. If there is a change, along with the resolution, the project must revise all appropriate documents.

c. Resolution Instructions

Note: The resolution must include all of the elements contained in the sample (see sample in Part III, Application Forms). Unless there is a compelling reason not to do so, OCJP strongly suggests that the project follow the exact format and language provided in the sample resolution. This will assure that the processing of the Grant Award Agreement is not seriously delayed because the language of the resolution does not meet OCJP's requirements.

**3. Project Service Area Information**

Applicants are required to complete and include the Project Service Area Information form in their application.

a. Project Service Area Instructions

- 1) **County or Counties Served:** Enter the name(s) of the county or counties served by the project. Put an asterisk where the principal office of the project is located.
- 2) **Congressional District(s):** Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.
- 3) **Population of Service Area:** Enter the total population of the service area served by the project.

**4. Project Contact Information**

Applicants are required to complete and include the Project Contact Information form in their application. The form and instructions are included in the Forms Section (Part III) of this RFA.

**5. Certification of Assurance of Compliance**

Applicants are required to include in their application the Certification of Assurance of Compliance. By signing the Grant Award Face Sheet and Certification of Assurance of Compliance, and submitting the application to OCJP, the applicant acknowledges awareness of and the responsibility to comply with all the requirements outlined. The Certification of Assurance of Compliance form is a binding assurance that the applicant will comply with the Equal Employment Opportunity (EEO), Drug-Free Workplace, Environmental Impact, Lobbying, and Debarment/Suspension requirements.

For grants federally funded or funded with both state and federal funds, the applicant must submit an **annual update** of its EEO plan (EEOP). All applicants for federal funds in excess of \$500,000 must submit a copy of the EEOP or federal letter of compliance to OCJP with the application. No Grant Award Agreement in this amount will be approved until OCJP receives approval of the applicant's EEOP from the Federal Bureau of Justice Assistance.

**6. Project Narrative**

The purpose of the project narrative is to provide detailed information concerning the problem that will be addressed by the applicant, the plan to address the problem, and the ability of the applicant to implement the plan. Refer to the Programmatic Instructions for specific instructions on preparing the project narrative.

**H. BUDGET**

This section provides standard requirements and instructions for preparing the budget. **Refer to Part II, Programmatic Instructions, for additional instructions or requirements specific to the program.**

The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include only those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since all approved line-items are subject to audit, applicants should not include in the project budget any matching funds in excess of the required match. All budgets are subject to OCJP modifications and approval.

Applicants are responsible for referencing the Grantee Handbook regarding any and all items included in their budget. Refer to the Grantee Handbook for the budget policies (Sections 2000 - 6000) and Match Requirements (Section 6500). Please note that several budget policies have been revised and have been incorporated into the Grantee Handbook included with this RFA.

OCJP requires the applicant to develop a line-item budget which will enable them to meet the requirements of the grant, ensure the successful implementation of the project, and be cost effective. Applicants are thus instructed to prepare a realistic and prudent budget which avoids unnecessary or unusual expenditures which would detract from the accomplishment of the objectives and activities of the program. The following information is provided to assist in the preparation of the budget. Strict adherence to all required and prohibited items is expected.

**Where the applicant does not budget for a required item, the applicant assumes responsibility.** Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project.

## **1. Budget Narrative Instructions**

All applicants are required to submit a budget narrative as part of the application budget. The budget narrative must be typed and placed in front of the budget pages. In the budget narrative:

- Describe how the project's proposed budget supports the stated objectives and activities in the project.
- Discuss how funds are allocated to minimize administrative costs and support direct services.
- Describe the duties of project-funded staff, including any qualifications or education level necessary to the job assignment.
- Discuss how project-funded staff duties and time commitments support the proposed objectives and activities.
- Discuss any proposed staff commitment/percentage of time to other efforts, in addition to this project.
- Discuss the necessity of any subcontracts and any unusual expenditures.
- Discuss any mid-year salary range adjustments.
- Describe how the operating expenses are necessary to achieve the objectives.
- Justify how the equipment line items will support the project.

## **2. Specific Budget Categories Instructions**

This section contains the general instructions for completing the budget forms that are in Part III, Application Forms. There is a separate form for each of the budget categories listed below. In addition to these general instructions, refer to the Programmatic Instructions for budget policy specific to the program when completing each section of the budget. Programmatic budget instructions supersede general instructions. Also refer to the Grantee Handbook Sections referenced below.

There are three budget categories in the application budget:



- Personal Services - Salaries/Employee Benefits (Section 2100)
- Operating Expenses (Section 2200)
- Equipment (Section 2300)

Each budget category requires line-item detail which addresses the method of calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. **All charges must be clearly documented and rounded off to the nearest whole dollar.** Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

### **3. Internet Access**

OCJP will be increasing its use of the Internet as a means of communication. Projects selected for funding will be required to gain and maintain Internet access with an established e-mail address throughout the grant period. Projects are allowed to budget for this purpose, unless specifically prohibited by the programmatic instructions.

### **4. Training**

All applicants must budget for a minimum of one OCJP-sponsored training session during the grant year. Applicants must also include sufficient per diem and travel allocations for persons to attend all required OCJP training conferences or workshops listed under the Programmatic Instructions. If several staff will be attending the same event, budget for the total number of people. Unless otherwise notified, a minimum of two project staff from each participating agency must attend each training conference. Applicants should budget a minimum of \$200 for registration fees for each person plus the state per diem rate.

## **I. APPLICATION APPENDIX**

The application appendix provides OCJP with additional information from the applicant to support components of the application. Please refer to the Programmatic Instructions for specific requirements.